

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, MARCH 15, 2016
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The March 15, 2016 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:02 P.M.

Present: President Lienau and Trustees Pat Duffy, Scott Baker, Nate Bell, and Nora Zacek.

Excused: Kathy Enquist and John Clove

Staff Members: Village Administrator Zeke Jackson, Finance Director Tasha Rass and Assistant Administrator Janal Suppanz.

Others: Laddie Chapman, Representative Joel Kitchens, Holly Weatherwax, and Jackson Parr.

Approval of the Agenda and Minutes as published:

A motion was made by Baker, seconded by Zacek that the Agenda for the March 15, 2016 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

A motion was made by Zacek, seconded by Baker that the minutes for the February 16, 2016 meeting of the Village Board be approved as presented. Motion carried – All ayes.

Comments and correspondence:

Lienau noted that no correspondence had been received and asked if anyone wished to comment regarding a non-agenda item.

Jackson introduced Assembly Representative Joel Kitchens. Kitchens explained that over the course of the next few months he intends to attend several Town, Village and City meetings throughout his district in an attempt to obtain input from his constituents. Prior to the meeting he was visiting with those in attendance, and questions had arisen regarding the status of the Recycling Bill. He supported that Bill and it has been forwarded on to the Senate. Several Board members noted that quite often issues arise with hiring employees who require J-1 Visas, as a number of State and Federal regulations apply. In communities such as Sister Bay there are labor shortages and it is very difficult, if not impossible to adequately staff businesses. It did help when it was easier to hire students from foreign countries, but housing issues still arose. Kitchens responded that he is on the State Tourism Commission. The members of that Commission are aware of the labor shortage issues and are working to resolve them. The suggestion was made that the State of Wisconsin consider doing cross-promotions with the State of Michigan, and Kitchens responded that he believes that would be a good idea and will look into it.

Item No. 1. Presentation by Holly Weatherwax of County Materials on permeable pavers:

Holly Weatherwax of County Materials indicated that she and her associates are attempting to get the word out to municipal officials, builders and landscaping architects about the benefits of permeable pavers. If permeable pavers are utilized detention ponds are not necessary and local waterways are cleaned up. Permeable pavers have been installed in Egg Harbor and are working quite well. A grant was obtained for the Egg Harbor project. Weatherwax distributed a

sample of water which ran off a paved parking lot and it was obvious that it contained a variety of pollutants. If permeable pavers are utilized pollutants are greatly reduced. County Materials employees do make a concerted effort to see that permeable pavers are installed properly on every job they undertake, and permeable pavers can withstand heavy equipment and heavy traffic. They also work great for parking lots and streets on which speed limits do not exceed 45 MPH. In conclusion Weatherwax indicated that she is very excited about the benefits of permeable pavers and would be happy to meet with anyone interested in receiving further information regarding them.

Item No. 2. Consider and discuss a recommendation from the Finance Committee regarding refinancing of the Village's 2005 series bonds and adoption of Resolution 321 which authorizes the redemption of the Village's General Obligation Refunding Bonds dated April 15, 2005; Consider a motion for action if appropriate:

On February 16, 2016 the Village Board accepted the recommendation of the Finance Committee and approved the call and refinancing of the principal balance of \$2,310,000 which remains on its 2005 Series Bonds. An applicable Resolution was withheld as the bank and the bond issuer demanded that specific language be incorporated into the Agenda and Resolution. A draft of Resolution No. 321, which does contain the required language was included in the meeting packets. If the call and refinancing of the principal balance on the 2005 Series Bonds is approved savings of \$159,494.84 will be realized.

A motion was made by Bell, seconded by Lienau that the Village Board passes and adopts Resolution No. 321-021616 authorizing the redemption and calling of the Village's General Obligation Refunding Bonds dated April 15, 2005, as presented. Motion carried – All ayes.

Item No. 3. Presentation on the goal setting take home activity; Consider the use of multiple interactive processes to refine goals into goal statements; discussion regarding this issue and consider a motion for action if appropriate:

The Village is complying with a major twenty year plan much sooner than was originally anticipated. While Village officials are excited about the progress which has been made on this issue, there is some differing sentiment among citizens, committee members and Trustees as to "how, when and what" should happen next. Jackson believes it makes the most sense for the Trustees to define a clear direction for the future with ranked priorities based on their collective will, and, to that end, worksheets which contain applicable questions were provided to the Board members at their last meeting. Those worksheets were completed by the Board members and provided to Jackson prior to this meeting, and he tabulated the data they contained and prepared the reports which were included in the meeting packets. He also prepared the outline which was displayed on the white board. The goal will be to take the general ideas which are listed on the reports and refine them into goal statements.

It was the consensus that the data which was collected should be separated into the following categories:

- Economic Development (Sell Village properties, Create employee housing, Be "Business Friendly", Support Existing Businesses);
- Infrastructure (Roads, Utilities, Public Parking, Sidewalks);
- Financial (Privatizing Services, Reduce Debt and Taxes, TIF);
- Asset Enhancement (New Administration Building, Set Money Aside for a New Fire Truck, Dock Maintenance, Create a Fuel Dock, Close the Quarry, and Park Restrooms);

- 1 • Cultural/Tourism Enhancement (Marketing, Increase Use of the Parks, Branding);
- 2 Regulatory (Simplify Processes, Limit Regulation); and,
- 3 • Public Relations (Hold Town Hall Meetings, Provide Information to the Citizens).
- 4

5 *Further discussion will take place regarding these issues at the next meeting of the Village Board.*

6

7 **Item No. 3. Consider a motion to discuss and confirm President Lienau's appointments:**

8 Lienau indicated that he didn't wish to recommend any appointments at this time.

9

10 **Item No. 4. Report on County activities from the County Supervisor, Dave Lienau:**

11 Lienau gave the following oral report regarding Door County activities:

- 12 • After the spring election County Board elections will take place.
- 13
- 14 • County officials have been discussing issues associated with "dual employment". Benefit
- 15 requirement issues could come into play in circumstances such as this, and, therefore, a
- 16 formal policy will be created.
- 17
- 18 • The DCEDC Annual Meeting and Luncheon will be conducted on April 7, 2016. If any of
- 19 the Board members are interested in attending that event they should contact Suppanz
- 20 ASAP.
- 21

22 **Item No. 5. Review of the financial statements and consideration of a motion to approve the**

23 **monthly bills:**

24 Payment Approval Reports for the period February 17, 2016 through March 15, 2016 were

25 included in the meeting packets, and the Board members jointly reviewed those documents.

26

27 The question arose as to why Village employees did not have CPR training at the Fire

28 Department as opposed to NWTC, and Jackson responded that he was not aware that the Fire

29 Department offered that training. He will keep that fact in mind in the future.

30

31 *A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the*

32 *reports which were included in the meeting packets totaling \$1,336,550.45 are all approved.*

33 *Motion carried – All ayes.*

34

35 **Item No. 6. Report by the Village Administrator on Village activities and projects:**

36 Jackson gave the following oral report regarding pending projects:

- 37 • **Bay Shore Drive Project:** Work has resumed on some retention walls along Bay Shore
- 38 Drive. Employees from Wisconsin Public Service have been asked to remove the
- 39 temporary lighting, and that work will be completed as soon as they have crews in the
- 40 area. Restoration work should start in April, and work should commence on completion
- 41 of sidewalks, driveway tie-ins, painting and finishing work in the near future. Staff
- 42 members have asked D.O.T. officials to look into creating an additional storm water
- 43 main connection for the Braun property and have also asked them to complete curb
- 44 cuts to service a driveway by the Willems house/Sister Bay Bowl property.
- 45
- 46 • **Sledding Hill:** A number of positive comments were made about the sledding hill. Steve
- 47 Mann and Pat Hockers will be working on a solution to redirect sledders on a more
- 48 southerly path.
- 49

- 1 • **Beach Project:** Work on the Beach Project is complete!!! There are still some
2 outstanding issues which have to be addressed with the DNR, and, therefore, the
3 Village Attorney has stated that Board members should not discuss any aspects of the
4 project with anyone.
5
- 6 • **Harbor View:** A Development Agreement has been executed by the affected parties
7 and building is anticipated to begin in 2017.
8
- 9 • **Stony Ridge:** Keith Garot has signed an amended Development Agreement.
10 Construction will be weather dependent.
11
- 12 • **Audit:** Village staff members worked with the audit team from Schenck to complete
13 field work during the week of March 7th. The auditors anticipate that their work will be
14 completed in April or May.
15
- 16 • **Wayfinding Signage:** Living Labs has received one bid back, and is in the process of
17 soliciting two others from sign companies in Wisconsin.
18
- 19 • **Code Enforcement:** He intends to check on the status of potential Municipal Code
20 violations as soon as properties are more readily accessible.
21

22 Duffy questioned whether research has been done regarding the required size of storm water
23 main connections and related curb cuts on Bay Shore Drive as those specifications could
24 change after development plans have been finalized, and Jackson responded that before any
25 decisions are made flow calculations would have to be done and referrals made to the
26 appropriate committee(s). He also noted that significant cost savings could be realized if the
27 work is done ahead of time.
28

29 **Committee Reports:**

30 **(1) Administrative Committee:**

31 The Administrative Committee has not met recently.
32

33 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

34 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.
35

36 **(3) Communication and Technology Committee:**

37 The Communication and Technology Committee has not met recently.
38

39 **(4) Door County Coastal Byways Commission:**

40 No action based on the minutes which were included in the meeting packets. The
41 Coastal Byways Commission met on March 9, 2016 and will be meeting again in April.
42

43 **(5) DCEDC:**

44 The DCEDC met in January. At that meeting officers were elected. The Board members
45 were informed that a developer is interested in the Cap Wulf property.
46

47 The DCEDC also met in February. At that meeting a presentation was made by John
48 Bartz, a WEDC representative. Rob Burke also made a presentation regarding the status
49 of the UW-Extension office in Sturgeon Bay. DC Brewing is planning a major expansion

1 project. Palmer Johnson is paying back their loan. The DCEDC was sued by an
2 individual who claimed that that entity did not assist him with establishing a country-
3 western venue.

4
5 In March the DCEDC met at Therm-A-TronX in Sturgeon Bay and the Board members
6 toured that facility. At that meeting the Board members were informed that the
7 previously mentioned lawsuit was dismissed by the Court.

8
9 **(6) Economic Development Committee:**

10 The Economic Development Committee did not meet recently.

11
12 **(7) Finance Committee:**

13 No action based on the minutes which were included in the meeting packets

14
15 **(8) Fire Board and Fire District Exploratory Committee:**

16 No action based on the minutes which were included in the meeting packets. Duffy
17 noted that physicals are required before someone becomes a Firefighter, but no follow-
18 up examinations are required. The Fire Chief is attempting to make arrangements with an
19 insurance company who will allow regular Firefighters to have physicals on a no-cost
20 basis.

21
22 The Fire District Exploratory Committee has not met recently.

23
24 **(9) Historical Society:**

25 The Historical Society has been meeting on a regular basis and the Corner of the Past will
26 be opening on May 27, 2016. Family friendly movies will be displayed out there on July
27 12, 2016 and August 23, 2016. A wedding reception will be conducted on the Corner of
28 the Past grounds this summer, and before that event takes place a facility use policy will
29 be created. The Spring Annual Meeting will be conducted on May 12, 2016.

30
31 **(10) Library Commission:**

32 No action based on the minutes which were included in the meeting packets.

33
34 **(11) Marina Committee and Marina Fest Committee:**

35 The Marina Committee did not meet in March.

36
37 No action based on the Marina Fest Committee minutes which were included in the
38 meeting packets.

39
40 **(12) Parks:**

41 The Parks Committee did not meet in March.

42
43 **(13) Personnel Committee:**

44 No action based on the minutes for the joint meeting of the Personnel Committee and the
45 Water, Sewer Collection and Storm Sewer Committee which were included in the
46 meeting packets.

47
48 **(14) Plan Commission:**

49 No action based on the minutes which were included in the meeting packets.

1 Jackson noted that he did obtain a light meter, and it appears that there is actually not
2 enough as opposed to too much light coming from the SCAND property. Therefore, there
3 are no compliance issues associated with the lights which are mentioned in the section
4 of the February 23, 2016 Plan Commission Meeting Minutes which begins on Line 35 –
5 Page 1. The complainant has been informed of Jackson's findings.

6
7 *It was the consensus that the light trespass issue should be closed and the SCAND*
8 *Development Agreement amended accordingly.*
9

10 **(15) SBAA:**

11 No action based on the minutes which were included in the meeting packets. Village
12 officials will be meeting with SBAA representatives regarding the SBAA Operating
13 Agreement on Friday. Plans are underway for Paddlefest and the Beach Grand Opening
14 Celebration, and there will be musical entertainment throughout the day. This year's
15 Film Fest was a success. The winning movie was, "The Red Thunder". The Egg Hunt will
16 be conducted in Waterfront Park on March 26th, the goat parade will be conducted on
17 June 11th, and regular Wednesday Concerts In The Park will be conducted throughout
18 "the season". Chris Milligan has been hired as the new SBAA Coordinator.
19

20 **(16) Teen Center:**

21 Since Enquist was not present no Teen Center report was given.
22

23 **(17) Tourism Zone Commission:**

24 No action based on the minutes which were included in the meeting packets. At the last
25 Tourism Zone Commission Meeting information was provided that the Door County
26 Visitor Bureau will be sponsoring two tall ships. If anyone would be interested in
27 sponsoring a Viking, (allow them stay the night at their residence in August), they should
28 contact the employees at the Visitor Bureau.
29

30 **(18) Utilities – Water, Sewer, and Storm Sewer Committees:**

31 The Utilities – Water, Sewer and Storm Sewer Committees met but those minutes have
32 not been completed yet.
33

34 **(19) Administration/Compensation Oversight:**

35 The Administration/Compensation Oversight Committee has not met recently.
36

37 **(20) Waterfront Oversight**

38 No action based on the minutes which were included in the meeting packets. Lienau
39 noted that eventually the Waterfront Oversight Committee will make a referral(s) to the
40 Parks Committee and the Village Board regarding the preferred course of action with
41 respect to utilization of the waterfront.
42

43 *At 7:51 P.M. a brief recess was taken and the Board reconvened at 7:59 P.M.*
44

45 **Item No. 7. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
46 **§19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(g) to confer with legal**
47 **counsel, who, either orally or in writing will advise the governmental body on strategy to be**
48 **adopted with respect to current or likely litigation:**

49 *At 8:00 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene*
50 *into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee*

benefits and §19.85(1)(g) to confer with legal counsel, who, either orally or in writing will advise the governmental body on strategy to be adopted with respect to current or likely litigation.

A roll call vote was taken on that motion and the Board members voted in the following fashion:

Baker – Aye; Bell – Aye; Duffy – Aye; Lienau – Aye; Zacek – Aye.

Motion carried.

Item No. 8. Consider a motion to reconvene into open session:

At 8:45 P.M. a motion was made by Lienau, seconded by Zacek that the Village Board reconvene into open session. Another roll call vote was taken and the Board members voted in the following fashion:

Baker – Aye; Bell – Aye; Duffy – Aye; Lienau – Aye; Zacek – Aye;

Motion carried.

Item No. 9. Consider a motion to take action if required:

A motion was made by Bell, seconded by Baker that the Village Board passes and adopts a Resolution authorizing the Village to purchase the property which is commonly referred to as “The Quarry” and the adjoining property which is owned by the Small Family. Motion carried – All ayes.

The Board members noted that before deciding to purchase the quarry and the adjoining property which is owned by the Small Family Village officials explored every option available to abate a pre-existing non-conforming use and an accompanying long-standing public nuisance.

Item No. 10. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

It was the consensus that the following agenda item shall be addressed at the next meeting of the Village Board:

- **Presentation on the goal setting take home activity; Consider the use of multiple interactive processes to refine goals into goal statements; discussion regarding this issue, and consider a motion for action if appropriate:**

Adjournment:

A motion was made by Duffy, seconded by Zacek to adjourn the meeting of the Board of Trustees at 8:47 P.M. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz, Assistant Administrator